

APPENDIX D1: SURVEY FED-EX FOLLOWUP LETTER - ENGLISH



{DATE}

OMB Number: XXXX-XXXX  
Expiration Date: XX/XX/20XX

{FIRST NAME} {LAST NAME}

{STREET ADDRESS}

{CITY}, {STATE} {ZIP CODE}

Dear {FIRST NAME} {LAST NAME}:

Recently we sent you an important survey being conducted for the Food and Nutrition Service (FNS) of the U.S. Department of Agriculture. FNS is the Federal agency that offers {NAME OF STATE SNAP PROGRAM} (also known as SNAP or the Food Stamp program), which is run by your State. We have not yet received your completed survey and are providing you with another copy.

Your completion of the survey is extremely important to the success of the study. Please take a few minutes to complete and return the survey in the enclosed postage-paid envelope. The survey asks questions about food and food shopping. We will send you \$20 after we receive your completed survey.

Westat, a research organization working for USDA, is conducting the survey. Your answers will be kept private. They won't be seen by anyone other than the research team, except as otherwise required by law. Your answers will be put together with others taking the survey. The results will be reported as totals so that no one person can be identified.

We hope you will decide to join us. Participation in this study is voluntary. If you decide not to join, there is no penalty or loss of benefits.

We know you receive many requests in the mail and that your time is valuable. If you have any questions about filling out the survey or if you prefer to complete the survey by telephone, please call us, toll free at xxx-xxx-xxxx.

Thank you in advance for your cooperation.

Sincerely,

Rosemarie Downer, Ph.D.  
Project Officer  
Food and Nutrition Service  
US Department of Agriculture

Maeve Gearing, Ph.D.  
Project Director  
Westat

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is XXXX-XXXX. The time required to complete this information collection is estimated to average 2 minutes per response, including the time for reviewing instructions, searching existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information.